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| TPM_logo_blackThe Royal Mail Archive |
| **User Card Application** |

**Contact details:**

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| Title and Name  (e.g. Mrs Jane Smith, Dr David Green) | **Title**  **Name\*** |
| Do you represent a society, group or institution? | **Organisation**  **Position held** |
| Contact details  (Please provide full address including country and postcode) | **Address\***  **Email**  **Telephone** |

**Personal details:**

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| --- | --- | --- |
| Reason for visit (please tick one) | **Access requirements**  Hearing loop  Visual aids - magnifying glass Group visits Other (specify) | **Age**  Under 16 55-64  16-24 65-74  25-34 75+  35-44  45-54 |
| Education Primary  Secondary  Tertiary  Academic Business Royal Mail  Other (specify) Philately Society Member  Private Personal/Leisure Family History  Other (specify) |
| How did you hear about us? The Postal Museum website  The Postal Museum leaflet  Word of mouth  Newspaper/Magazine  Society Newsletter  At an event  Don’t remember | Nationality |
| **Occupation** (if retired, please state previous occupation) |
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## Mailing List

Please tick to receive our museum e-newsletter. You will be the first to find out about the latest updates, early bird tickets and exclusive events and offers.

I have read and agree to abide by the Discovery Room regulations.

## Date\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How we will use your information**

The information you provide on this form will be used to ensure the security of our collections and to assist us with providing anonymised statistics about our customers. It will be kept securely for 5 years and will not be shared outside The Postal Museum in any way which could identify an individual.

## Staff use only

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| --- | --- |
| Type of ID | User card number |
| Entered onto CALM (please tick) | Staff signature |

**The Royal Mail Archive Discovery Room Regulations**

* Please be considerate of our staff and other users when in the Discovery Room.
* Please keep noise to an absolute minimum to avoid disturbing other researchers. Mobile phones must be switched off.
* Please follow the guidance of our staff in all archive matters. In particular:
  + Please handle all records with utmost care.
  + Please do not add or remove anything from any record. Records should be kept in their original order.
* Please leave your bag and coat in a locker at the entrance to the Discovery Room.
* Please use a pencil or personal computer when taking notes.
* Self-service copying is allowed from microfilm or microfiche. There is a charge for this service. Visitors must complete a ‘Request for Reprographic Services’ form.
* We allow photography of documents. Please ask staff for a master copyright declaration; then read, sign it and return to staff.
* Alternatively, staff can carry out a small amount of copying. Larger copying orders are managed by our Digital Team. Please ask at the Discovery Room desk for details.
* Last orders for documents must be handed to staff by 3pm.
* Documents must be returned to staff by 4.45pm.
* Please do not smoke anywhere on The Postal Museum premises.
* Please do not eat or drink anywhere in the Discovery Room.
* Closed circuit television is in operation.
* Please ensure that your use (and any use permitted by you or on your behalf) of any Personal Data complies with the Data Protection Act 1998 (including not using any Personal Data contained in the Archive to support measures or decisions in such a way that substantial damage or distress may be caused to any living Data Subject assuming a life span of 100 years, not directly contacting any Data Subject unless permitted to do by The Postal Museum, ensuring that any Personal Data obtained by you is kept secure, and that it is securely disposed of when no longer required).